



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 18, 2014

Rosa Sayles
1240 Dolen Place
Iowa City, Ia. 52240

Dear Rosa,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the June 16, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

Reason determined out of compliance: You stated you provided care to 9 preschool aged children on June 13, 2014 without an assistant present. This is over the maximum number allowed as a Category B provider which is eight preschool children (6 full time and two part-time).

How to correct: You already have signed a corrective action plan on July 17, 2013 agreeing to provide care to no more children than the maximum allowed for a Category B registered provider. You need to follow this agreement and never provide care to more children than the maximum allowed for a Category B.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: You reported you had nine preschool aged children in care on June 13, 2014 when DHS social worker Pat Quiles visited. You did not have an assistant present. Even though you know you were over numbers you provide care anyway. This was in violation of the Corrective Action Plan you signed on July 13, 2013 agreeing to not care for more children than allowed as a Category B registered provider. During the spot check on June 17, 2014 I observed you leaving the safety gate to the stairway from the basement to the upstairs are unlocked on three occasions. One of those times a 15 month old child gained access to the stairway and started crawling up the steps.

How to correct: You must never provide care to more children than the maximum allowed as a Category B registered provider. The safety barrier on the stairway at the bottom of the basement steps must be locked at all times you have children present that cannot independently negotiate steps. Typically children cannot do this before the age

of three.

☐ 110.5(1) g- Safety barriers are at stairways and doors as needed.

Reason determined out of compliance: Twice during my visit today you went upstairs and left the safety barrier unlocked, on one occasion a 15 month old child gained access to the steps as a result. I had to remove this child from the steps. Both times you did not lock the safety barrier when you returned to the basement until this pointed out to you. A parent visited and when they left they left the safety barrier open and you did not notice this or correct it until I pointed this out. You had 2 15 month old and one 16 month old child in care during this time.

How to correct: Safety Barriers must be locked at all times children who cannot negotiate steps independently are in your care.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have a record of testing the smoke detector batteries.

How to correct: You need to test the batteries in your smoke detectors monthly and record the date this is done on the form you have for this.

☐ 110.5(1) u- The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: After reviewing your policy it needs to have language added about separating a sick child in your care until the parents pick them up.

How to correct: Add language that you have a separate area for sick children away from the other children in care to stay until they are picked up.

☐ 110.5(1) v- The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: After reviewing your policy I noted you did not have any language about contacting Emergency Personnel when you have a medical emergency. You have language about going to a neighbor's home in the event of an emergency which is not an option due to putting that provider over numbers.

How to correct: your policy it needs to have language added about calling 911 Emergency personnel in the event you have a medical emergency. You also need to take out the language about going to a neighbor's home in the event of an emergency.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: You did not have a copy of a physical done within the past two years available for review.

How to correct: You can get a copy of a physical completed within the past 2 years and place it in your provider file. If you have not had a physical done in the past two years you need to get one done and have the physician complete the new Provider Physical form I left with you.

- ☐ 110.5(2) b- Certificates or training verification documentation for:
- ☐ 110.5(2) b- Within the first three months of registration:
- ☐ 110.5(2) b- Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: You did not have a copy of a certificate you have completed these required trainings available for review.

How to correct: Find your copies of your certificate documenting you have completed the required trainings for Infant and Child First-aid and CPR.

- ☐ 110.5(2) c- An individual file is maintained for each staff assistant and contains:
- ☐ 110.5(2) c- A completed DHS Criminal History Record Check, form B, 595-1396
- ☐ 110.5(2) c- A completed Request for Child Abuse Information, form 470-0643

Reason determined out of compliance: You did not have a copy of the letter from the Centralized Child Care Unit approving your assistant Cherelle to be used as an assistant.

How to correct: Contact the Centralized Unit for a copy of this letter.

- ☐ 110.5(8) Children's Files
- ☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

- ☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I found five children's files that had this form signed by the parent but the signatures were dated more than year ago including one from 2012 and one from 2011.

How to correct: Get the parents to update the information on this form if needed. If nothing has changed, they can sign and date the form and state nothing has changed.

- ☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find an initial physical in any of the children's files.

How to correct: When a child starts in your care make sure you get a physical dated within the past 12 months and a comprehensive health history. On the Child Intake form there is a section for health issues and special needs. I advise you make sure a parent writes down any special needs or health history information pertinent to the care you provide for that child. If a child's parent says there are no special health issues get that in writing.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find a physical in one child's file. In four files the physical was more than one year old and you need a current physical.

How to correct: You will need to get a copy of a physical done within the past 12 months for all five files.

☐ 110.5(8) i- Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Reason determined out of compliance: You reported on June 12, 2014 when you took the three year old child to the store you did not have written permission to do so.

How to correct: I gave you a form to use for situations like this. You need to complete this prior to going for any trip away from your day care and make sure parents sign it. Put a copy in the child's file.

☐ 110.5(9)-The provider meets the following requirements:

☐ 110.5(9)-a Gives careful supervision at all times.

Reason determined out of compliance: You reported you left a 3 year old child alone in Staples parking lot for 10-15 minutes before returning to get them. While I was completing your spot check you did not check on sleeping 15 month old for 1 hour and 20 minutes. While you do have a camera monitor has monitor for this room you were checking, you still need to look in on a child approximately every 20 minutes.

How to correct: You must never leave a child alone in any situation without supervision. Check on sleeping children every 20 minutes by going into the room and checking on them.

☐ 110.5(9) c- Gives consistent, dependable care.

Reason determined out of compliance: You have determined to not providing careful supervision by leaving a 3 year old child alone without adult supervision for 10-15 minutes. I observed you leaving the safety barrier open three times during my spot check visit and leaving children access to the steps.

How to correct: You must never leave a child alone in any situation without adult supervision. Safety Barriers must be locked at all times children who cannot negotiate steps independently are in your care.

☐ 110.5(9) c- Is capable of handling emergencies.

Reason determined out of compliance: You did not have documentation you are certified in Infant and Child First-aid and CPR. You need these trainings to ensure you have skills in how to respond to a medical emergency.

How to correct: If you have current certification for this you need a copy of the certificates to document this. If not you need to take this training as soon as possible. You can call CCR&R to get a list of when this training is offered in your area.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1) a- Not more than six preschool children present at any one time including infants.

Reason determined out of compliance: You stated you provided care to 9 preschool aged children on June 13, 2014 without an assistant present. This is over the maximum number allowed as a Category B provider.

How to correct: You signed a Corrective Action Plan on July 17, 2013 agreeing to not provide care to more than the maximum number allowed for a Category B registered home. You must abide by this agreement and never provide care to more than the maximum number allowed for a Category B provider.

☐ 110.9(1) f- When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Reason determined out of compliance: You stated you provided care to 9 preschool aged children on June 13, 2014 without an assistant present. This is over the maximum number allowed as a Category B provider. You reported you did not have an assistant present on this day.

How to correct: You signed a Corrective Action Plan on July 17, 2013 agreeing to not provide care to more than the maximum number allowed for a Category B registered home. You must abide by this agreement and never provide care to more than the maximum number allowed for a Category B provider.

Due to the supervision issues and being over numbers I will be making periodic unannounced visits to ensure you are in compliance with these requirements. Further non-compliance with these issues will result in the Department of Human Services taking action to revoke your child care registration.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 866-534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at Shannon Dostal- 563-362-8228.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).